

Summary

This training course is comprised of six two-hour sessions. Each session covers a specific list of personal computer (PC) related topics. Students are encouraged to ask questions about any computer related topic at any time. One of the goals of this course is to become familiar with the internet so don't be surprised when you ask a question that my answer will be to try and find it on the web. There will be several homework assignments starting with session 2. All of the assignments are online and will require that you have a computer with access to the Internet.

Session One

Connecting to the Internet – Show and Tell

Using a browser (IE Explorer) – Show and Tell

Using a search engine (Goggle) – Show and Tell

A quick lesson on how to navigate Jan's Illustrated Computer Literacy 101

<http://www.jegsworks.com/Lessons/index.html>

What is a computer

<http://www.jegsworks.com/Lessons/lesson1-2/lesson1-1.htm>

The Desktop

<http://www.jegsworks.com/Lessons/win/basics/interface.htm>

The Mouse

- Types
- Cleaning
- Using the mouse

Tutorial 1 <http://www.pbclibrary.org/mousing/>

Tutorial 2 <http://www.mesalibrary.org/research/mouse/page01.htm>

Tutorial 3 <http://www.hipopl.org/mouse/>

Tutorial 4 <http://vlaurie.com/ewing/mousing/mousepractice.html>

Session Two

Computer Basics

Input <http://www.jegsworks.com/Lessons/lesson3/lesson3-1.htm>

Processing <http://www.jegsworks.com/Lessons/lesson4/lesson4-1.htm>

Output <http://www.jegsworks.com/Lessons/lesson5/lesson5-1.htm>

Storage <http://www.jegsworks.com/Lessons/lesson6/lesson6-1.htm>

Computer to Computer <http://www.jegsworks.com/Lessons/lesson7/lesson7-1.htm>

System Software <http://www.jegsworks.com/Lessons/lesson8/lesson8-1.htm>

Programming <http://www.jegsworks.com/Lessons/lesson9/lesson9-1.htm>

What You See <http://www.jegsworks.com/Lessons/lesson10/lesson10-1.htm>

Hands On <http://www.jegsworks.com/Lessons/lesson11/lesson11-1.htm>

On Your Own <http://www.jegsworks.com/Lessons/lesson12/lesson12-1.htm>

Homework:

Quiz <http://www.jegsworks.com/Lessons/lesson12/quiz12.htm>

Session Three

Working with Windows <http://www.jegsworks.com/Lessons/win/index.html>

Before You Start <http://www.jegsworks.com/Lessons/win/basics/beforeyoustart.htm>

Windows Basics <http://www.jegsworks.com/Lessons/win/basics/index.html>

Desktop & Taskbar <http://www.jegsworks.com/Lessons/win/basics/interface.htm>

Window <http://www.jegsworks.com/Lessons/win/basics/window.htm>

Dialog Box <http://www.jegsworks.com/Lessons/win/basics/dialog.htm>

Windows Help <http://www.jegsworks.com/Lessons/win/basics/help.htm>

Summary <http://www.jegsworks.com/Lessons/win/basics/summary.htm>

Files & Folders <http://www.jegsworks.com/Lessons/win/filesandfolders/index.html>

Views <http://www.jegsworks.com/Lessons/win/filesandfolders/views.htm>

Format Disks <http://www.jegsworks.com/Lessons/win/filesandfolders/formatdisks.htm>

Names <http://www.jegsworks.com/Lessons/win/filesandfolders/naming.htm>

Folders <http://www.jegsworks.com/Lessons/win/filesandfolders/step-folders-mycomputer1.htm>

Files <http://www.jegsworks.com/Lessons/win/filesandfolders/step-files-notepad1.htm>

Summary <http://www.jegsworks.com/Lessons/win/filesandfolders/summary.htm>

Homework:

Quiz <http://www.jegsworks.com/Lessons/win/basics/quiz-windowsbasics.htm>

Exercises <http://www.jegsworks.com/Lessons/win/basics/ex1-solitaire.htm>

Quiz <http://www.jegsworks.com/Lessons/win/filesandfolders/quiz-filesandfolders.htm>

Exercises <http://www.jegsworks.com/Lessons/win/filesandfolders/ex1-folderstructure.htm>

Session Four

Working with the Web <http://www.jegsworks.com/Lessons/web/index.html>

Browser Basics <http://www.jegsworks.com/Lessons/web/basics/index.html>

Connecting <http://www.jegsworks.com/Lessons/web/basics/connecting.htm>

IE Interface <http://www.jegsworks.com/Lessons/web/basics/interface.htm>

Navigating <http://www.jegsworks.com/Lessons/web/basics/navigating.htm>

Printing <http://www.jegsworks.com/Lessons/web/basics/printing.htm>

Saving <http://www.jegsworks.com/Lessons/web/basics/saving.htm>

Searching <http://www.jegsworks.com/Lessons/web/basics/searching.htm>

Summary <http://www.jegsworks.com/Lessons/web/basics/summary.htm>

Homework:

Quiz <http://www.jegsworks.com/Lessons/web/basics/quiz-browserbasics.htm>

Exercises <http://www.jegsworks.com/Lessons/web/basics/ex1-treasurehunt1.htm>

Session Five

Working with the Web

Virus protection

I E Tutorial 1 <http://www.eiu.edu/~mediasrv/ie/menu.html>

IE Tutorial 2 <http://www.recorder.ca/grenvillecap/tutorial/tutorial/tut-004b1.htm>

IE Tutorial 3

http://getit.rutgers.edu/tutorials/internet_explorer/media/internet_explorer.pdf

Outlook Express Tutorial <http://www.webterrace.com/outlook/>

Homework

Exercises Create an email with Test Message as the subject. Add whatever text you want and then send me the message. My email address is jimh@pmcnet.ca. Just click on my email address and your email program should start.

Session Six

Working with Words <http://www.jegsworks.com/Lessons/words/index.html>

Word Basics <http://www.jegsworks.com/Lessons/words/basics/index.html>

Working with Numbers <http://www.jegsworks.com/Lessons/numbers/index.html>

Excel Intro <http://www.jegsworks.com/Lessons/numbers/intro/index.html>

Working with Presentations

<http://www.jegsworks.com/Lessons/presentations/index.html>

PowerPoint Basics <http://www.jegsworks.com/Lessons/presentations/basics/index.html>

- The final exam will be a hide and seek game. I will ask each of you a question, which you will, then answer using Goggle.
- Certificates
- Class pictures
- Snacks